

05 OCT 1992

DATE \_\_\_\_\_  
From: \_\_\_\_\_  
To: Executive Officer  
Via: Department Head

Subj: AWARDING OF EXTRA MILITARY INSTRUCTION

1. \_\_\_\_\_ has been awarded \_\_\_\_\_ hours EMI to correct the following deficiency:

2. The EMI will be completed after normal working hours. The EMI will be supervised by \_\_\_\_\_. No more than two hours of EMI will be completed during a day.

3. EMI is scheduled for the following dates:

DATE _____	SUPVR INITIALS _____	DATE _____	SUPVR INITIALS _____
DATE _____	SUPVR INITIALS _____	DATE _____	SUPVR INITIALS _____
DATE _____	SUPVR INITIALS _____	DATE _____	SUPVR INITIALS _____
DATE _____	SUPVR INITIALS _____	DATE _____	SUPVR INITIALS _____
DATE _____	SUPVR INITIALS _____	DATE _____	SUPVR INITIALS _____

4. The member will be required to get the section leader/supervisor's initials to signify satisfactory completion each day. The member has been instructed to return this form to the Chief Master-at-Arms/Admin office after the last EMI period in order to be removed from the CDO/MAA's EMI list.

\_\_\_\_\_  
PERSON AWARDING EMI

\_\_\_\_\_  
DEPARTMENT HEAD RECOMMENDATION

\_\_\_\_\_  
EXECUTIVE OFFICER APPROVAL

Copy to:  
XO  
Department Head  
Individual  
Admin Office  
Student Control

Encl (1)